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# RULES OF BUSINESS,

## Bengal Secretariat.

*REVISED EDITION*

1900.



Calcutta:

BENGAL SECRETARIAT PRESS.

1900.





## FIRST EDITION.

*Extract from a Minute by His Honour the Lieutenant-Governor of Bengal, dated Darjeeling, the 15th October 1891.*

“With a view to secure uniformity of system and despatch of business in the Secretariat of the Government of Bengal, the following rules have been prepared and are to be observed by all departments of the Secretariat. In the event of any change in, or addition to, the rules being considered necessary by any Secretary, his proposal should be circulated among the Secretaries, and if there is a difference of opinion among them, the Lieutenant-Governor’s orders should be taken by the Secretary advocating a change. The Financial Department will be in executive charge of the rules, to carry out the decisions arrived at, to circulate the correcting slips, and to bring out new editions.”

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## SECOND EDITION.

“A revised edition of the Rules of Business is now issued for the guidance of the several Departments of the Secretariat. The suggestions conveyed in Home Department letter No. 1565, dated 17th July 1899, have been considered, and such of them as are applicable to the Bengal Secretariat are now included in the rules. All *Addenda* and *Corrigenda* passed since the issue of the 1st edition in 1891 have been embodied.”

FINANCIAL DEPT. :

*Calcutta, the 1st August 1900.*

E. N. BAKER,

*Secy. to the Govt.  
of Bengal.*



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Two labels referred to in clause 2.



# RULES OF BUSINESS.

## Bengal Secretariat.

### PART I.

#### ORGANIZATION OF THE SECRETARIAT.

1. The Secretariat of the Government of Bengal is divided into Offices, Departments, and Branches. Every Secretary has under his charge an Office comprising several Departments, each of which is a main division of public business in the ministerial charge of a Head Assistant. A Branch is a subdivision of a Department comprising a subject or group of subjects for which a separate file-index and file-book are kept up.

2. The following statement shows the arrangements of Secretariat Divisions:—

<i>Office.</i>	<i>Department.</i>	<i>Branch.</i>
Chief Secretary.	{ Appointment.	
	{ Judicial ...	{ Judicial.
		{ Police.
		{ Jurisdiction.
Revenue Secretary.	{ Political ...	{ Political.
		{ Jails.
		{ Registration.
	{ Revenue ...	{ Land Revenue.
		{ Agriculture.
		{ Forests.
		{ Opium.
		{ Miscellaneous.
	{ General ...	{ Ecclesiastical.
		{ Education.
		{ Emigration.
		{ Miscellaneous.
	{ Statistical.	

PART I—*concluded.*

<i>Office.</i>	<i>Department.</i>	<i>Branch.</i>
Financial Secretary.	{ Financial ...	{ Finance.
		{ Road and Public Works
		{ Cesses.
		{ Separate Revenue.
		{ Miscellaneous.
	{ Municipal ...	{ Local Self-Government.
		{ Municipal.
		{ Medical.
		{ Sanitation.
	{ Accounts.	
Public Works Secretary.	{ Establishments.	{ Establishment (General
		{ Establishment).
		{ General.
		{ Civil Buildings.
		{ Archæology.
		{ Accounts.
	{ Accounts ...	{ Road Cess.
		{ Railways { Accounts.
		{ Establishment.
		{ Works.
		{ Communications.
		{ Military.
	{ Railway ...	{ Miscellaneous Public Im-
		{ provements.
		{ Establishment.
		{ Accounts.
Irrigation Secretary.	{ Irrigation ...	{ Works.
		{ Marine.

## PART II.

## REGISTERS OF CORRESPONDENCE.

3. At the beginning of the calendar year the Head Assistant of each Department shall have a *file-index* or alphabetical list of the then current files prepared for every Branch under him in the following form:—

Index No.	Class of subject.	File No.	File title.
1	2	3	4
1A	Accounts ...	$\frac{1A}{1}$	<i>Accounts.</i> —Railway establishments, Eastern Bengal State Railway.
		$\frac{1A}{2}$	<i>Accounts.</i> —Sale of unclaimed property.

4. The current files are arranged in alphabetical order according to the nature of the subject and grouped so as to keep the index numbers of large classes of subjects unchanged from year to year. Thus in a Department having a large number of account cases to deal with, the index number 1A is reserved for accounts, and all cases of this class are numbered  $\frac{1A}{1}$ ,  $\frac{1A}{2}$ , and so on as they arise. At the beginning of the year files which remain over from the previous year receive a fresh file number, but their index number remains unchanged. For instance, if at the close of the year the account files  $\frac{1A}{5}$ ,  $\frac{1A}{17}$ , and  $\frac{1A}{23}$  were still undisposed of, these would be numbered for the ensuing year  $\frac{1A}{1}$ ,  $\frac{1A}{2}$ , and  $\frac{1A}{3}$ .

5. Space must be left at the end of each subject heading and at the end of each letter for the entry of fresh files. These will be of two kinds—  
 (a) files which fall under an existing class of subject,

*Fresh files how dealt with.*

PART II—*continued*.

such as 1A = *Accounts*; (b) files which do not fall under any existing heading, and require a new heading. As regards (a), all that is required is to enter the subject in column 4, and to add a file number to the series of numbers relating to that class in column 3. In the case of (b), fresh files which do not come under any existing class of subject, the Head Reference clerk will have to add the new subject to the alphabetical list of subjects in column 2, and to add to the series of index numbers in column 1, of file numbers in column 3, and of file titles in column 4. The Head Assistant of each Department is supplied with a complete set of the file-indexes of all other Departments.

6. The *Diary* is the *register of letters received*.

*Diary.*

It is to be kept in the following form:—

Serial No.	Branch.	From whom	No.	Date.	When received.	Subject.	File and Proceedings Nos.
1	2	3	4	5	6	7	8
205		Commissioner of Burdwan.	296	9th August.	10th August.	Increase Treasury Establishment, Bankura.	1A 22 3 B. Aug. Nos. 15-16.

Column 7 must be filled up very concisely, the object being merely to keep a memorandum of the subject full enough to enable a copy to be procured from the issuing office in the event of the original being mislaid.

7. The *File-book* is a *register of files showing the subject and the number of letters each file contains*. It is kept by

*File-book.*

the Reference clerk in the following form, a page

PART II—*continued*.

or half a page, as may be convenient, being allotted to each file, and the subject entered at the top :—

File No.	From or to.	Number and date.	Purport of letter.	Serial number in file.	Proceedings number when recorded.	Year in which sent to record room.	Previous papers.
1	2	3	4	5	6	7	8

The purport of the letter should be entered very briefly, the object being merely to keep a memorandum of its contents full enough to enable a copy to be procured from the issuing office in the event of the original being mislaid. When a file or portion of a file is recorded in proceedings, the number and month under which it is recorded are shown in column 6.

8. The sorter keeps the *register of letters issued*  
*Issue Register.* in the following form :—

Serial No.	Branch.	Date of letter.	To whom.	Subject.	File number and number in file.	Date of despatch.
1	2	3	4	5	6	7

The date of printed letters is the date of the last proof, and the date of manuscript letters is the date when the letter is actually signed.

PART II—*continued.*

9. The sorter also keeps a register of demi-official letters in the following form:—

*Demi-official register.*

*Department—Demi-official Register, 1900. .*

Serial No.	To whom addressed.	Brief subject.	Date of issue.
1	2	3	4

10. A *Press Register* of all papers sent to Press is also kept by the sorter in the following form:—

*Press Register.*

Serial No.	File number or subject.	Date of sending to Press.	Initial of Press Assistant and date.
1	2	3	4

11. The *Despatch Register* shows when signed letters are sent off from the office. It is kept by the despatcher in the following form:—

*Despatch Register.*

Issue No.	Date of letter.	Date of despatch.	Mode of despatch (post or messenger).
1	2	3	4
286	31-3-1900	1-4-1900	Post.

The issue number of a letter is its serial number in the Issue Register.

PART II—*concluded.*

12. Every Department keeps a register of cases sent unofficially to other Departments in the following form:—  
*Inter-departmental Register.*

Serial No.	Date on which sent.	To whom sent, and why.	File No.	Subject.	Receipt of Department.	Date on which received back.
1	2-4-1900	Appointment for opinion.	2A 3	T. A. of C., Burdwan.	G. C. C. 2-4	16-4-1900

13. The reminder register is kept by the reminder clerk in the following form:—  
*Reminder Register.*

Date for reminder to issue.	Branch and File No.	Number and date of letter.	REMARKS.
1	2	3	4
4-4	Fin. $\frac{1A}{26}$ 11 Mis. $\frac{1D}{3}$ 5	2304F of 4-3 575M.	Reply received 20-7. Submitted for issue of reminder 4-4.

14. Care must be taken to make all entries in registers as brief as possible. Each Department should draw up a list of authorised abbreviations of official designations and titles to be used for office purposes. The Telegraph Code of abbreviations may be taken as a model.  
*Abbreviations of official titles.*

## PART III.

## RULES OF CORRESPONDENCE.

15. Letters are opened by the Registrar, Chief Clerk, or Senior Head Assistant, and distributed by him to the Head Assistants of the Departments concerned, with an entry in blue pencil showing the date of sending and the Department to which sent. In the case of letters received after 12 o'clock, the hour of receipt is also entered.

16. On receipt by Head Assistant, each letter is to be stamped in violet ink in the top right-hand corner, thus:—

*Letters to be stamped.*

Department ...	
Branch ...	
File No. ...	
Number in File	
Date of Receipt	
Diary No. ...	

There is a separate stamp for each Department with the name of the Department printed: the name of the Branch is entered by hand.

17. All letters from the Government of India, except of a routine nature, are submitted immediately on receipt to the Secretary for perusal, if he is at the Presidency.

*Letters from Government of India to be submitted to Secretary on receipt.*

18. The Head Assistant sends the letter to the diarist, who enters it in the diary. The last column of the diary showing the file number is left blank for the present. The diary number is entered on the letter in the lowest space of the stamp in

*Head Assistant to diarist.*



PART III—*continued.*

order to facilitate the process of entering the file number after the letter has been disposed of.

19. If the letter contains enclosures, a second stamp in the following form is affixed in the left-hand corner:—

*Enclosures.*

Enclosures	...	
Spare copies	...	
Plans	...	

and the diarist notes their number therein.

20. Officers corresponding direct with Government are supplied with letter forms with printed headings corresponding to the stamp.

*Letter forms.*

21. The diarist passes the letter to the Reference clerk, who gets out the papers necessary for disposing of it.

*Diarist to Reference clerk.*

22. The first point for the Reference clerk to determine is whether the letter belongs to an existing file, or whether it will form the starting point of a new file.

*Duty of Reference clerk.*

23. If the letter belongs to an existing file, the Reference clerk dealing with it fills in columns 2 to 5 of the file-book.

*As to old files.*

24. If the letter commences a new file, the Reference clerk must determine what should be taken as the key-word of the file, and must give it a subject-heading in the file-book and the file-index accordingly. If in doubt under what letter a particular file should be entered, he should refer the question to the Head Assistant for decision.

*As to new files.*

PART III—*continued.*

25. When it has been settled to what file the letter belongs and what number it bears in the file, the Reference clerk enters these particulars in the blank spaces of the stamp.

26. (1) All cases shall have a board at the bottom with flaps of distinctive colours, thus—red for Chief Secretary's, yellow for Revenue Secretary's, green for Financial Secretary's, and blue for Public Works Secretaries' Offices.

(2) The tapes attached to these boards shall be of the prescribed patterns.

(3) When a case attains considerable size or weight, a strap of the prescribed pattern shall be employed.

27. The previous papers put up with a case should be chronologically arranged, the latest being at the top and the earliest at the bottom of the file.

28. In submitting cases, only such previous papers shall be placed in the file as are relevant to the question under discussion. The office may put up any papers which they think it likely that officers may wish to refer to; but the Under-Secretary shall arrange that at some stage before any file is sent to the Secretary or to another Department, all papers not really required are removed.

29. Above the previous papers shall be placed the current correspondence, which should be strung together in chronological order upwards, the latest letter being at the top. With this arrangement it will not be convenient to assign serial numbers to the pages of the whole correspondence;

PART III—*continued.*

but a serial number will be entered on each paper, as received, in chalk, and each paper will have its pages numbered separately, in pencil. These numbers are required for reference only while the file is current. Above the current correspondence shall be placed the Notes.

30. The Reference clerk also attaches the buff-sheet provided for the purpose of noting the progress of the file and unimportant office orders passed regarding it. This is placed at the bottom of the file. After completing the references, he hands the file to the Head Assistant, entering on the buff-sheet with his initials the date on which he does this.

31. Spare copies of Acts required for reference should always be put up in files in the same way as other references are put up.

32. Where a paper, which has been printed, is required for information or reference, a printed copy, and not the original, shall, in the absence of orders to the contrary, be submitted.

33. Files are not to be linked. If more than one file is put up for orders, a slip is to be attached to the top paper stating that such and such files are put up for orders, and the whole series of files is to be tied together with a separate piece of stout blue tape.

34. Cases not completed with references within three days from the date of receipt are submitted to the Head Assistant. Such cases are resubmitted after an interval of a week if still incomplete, and thereafter every week until the necessary papers are traced. Calls for information are dealt with in a similar manner. But when a

PART III—*continued*.

case cannot be submitted with complete references within a week from the date of receipt of the fresh letter, the letter is to be submitted to Under-Secretary on the 8th day for perusal.

35. It is the duty of the Head Assistant to make the file over to a Correspondence clerk or to deal with it himself. *Head Assistant to Correspondence clerk.* His order 'to so and-so for note' is entered on the buff-sheet.

36. The noting clerk takes a note-sheet (Form A) and enters the subject as briefly as possible in the space allotted at the top of the form. *Preparation of notes.* In some cases perusal of the paper under consideration will be sufficient, and nothing is required beyond a brief suggestion for action. When a note is required, the noting clerk states first the substance of the letter under disposal, and secondly, the previous history of the case, more or less in detail, according to the importance and stage of the case; indicating the question for consideration, the circumstances leading up to it, and the rules and precedents bearing upon it, and adding, if necessary, suggestions for action. The reproduction in a note of *verbatim* extracts from the letter or despatch under consideration should ordinarily be avoided.

37. Every note shall be legibly written upon paper of foolscap size, with a quarter margin. All notes are written on single note-sheets strung together, and sufficient blank sheets for noting shall be attached to the notes. The initials of clerks are written on the left-hand side, those of the Under-Secretary and Secretary being entered on the right. *Notes how written and signed.*

38. All unimportant office directions, calls for papers, inquiries, and the like, are entered on the buff-sheet. *Use of buff-sheet.*

PART III—*continued.*

referred to in rule 30, which will be destroyed without being filed after the disposal of the case. The note-sheet is reserved for such notes or orders as are of a permanent nature.

39. Notes are of two kinds—ordinary notes and *Notes, ordinary and précis notes.* The object of an *précis. Ordinary notes.* ordinary note is to assist the authority who has to pass orders in arriving at a conclusion regarding the particular question or questions that have to be decided. It should be as brief as is compatible with indicating by reference or otherwise the points which must be considered. It shall always be assumed that the paper under consideration will be read by the officer to whom it is submitted. Consequently no paraphrases shall be permitted in the Notes. Much time may be saved by entering in the margin of the note the file number of the paper which contains the authority for a statement instead of copying out the statement itself from the letter in question. Lettered or numbered slips may be pinned on previous papers referred to in the notes, the letter or number being quoted in the margin in pencil.

40. A *précis* note is a full abstract in chronological order of all the papers in a case. Its language must be *Precis to be written under orders of an officer.* extremely concise, and each paper abstracted should be referred to in the margin. *Précis* notes are prepared only under special orders of the Secretaries or Under-Secretaries.

41. Ordinarily only one note by the office should be put up on a case. If the *Re-writing of notes.* note prepared by the assistant who first dealt with it is not accepted by the Head Assistant, he should correct or re-write it, or have it re-written. This rule may be relaxed if the note is not accepted only on a minor point.

PART III—*continued.*

42. When an officer agrees with the preceding note or recommendation, he shall append his signature and nothing more. Marginal notes, or notes to emphasise special points, may, however, be made.

43. To facilitate the rapid passing on of cases, and especially in cases of emergency, full use shall be made of personal communication between officers of the same Department. The Secretary in each Department should encourage his subordinate officers to bring up cases for advice, discussion, or disposal. Formal registration to show the transmission of cases from one officer to another within the same Department is unnecessary.

44. There shall only be one set of notes, though occasionally it will not be convenient to run all the notes into one set, and appendices containing notes or information on subsidiary points may be necessary. Demi-official communications, when not ordered to be brought on the official record, shall, if preserved at all, be treated as notes and incorporated therewith.

(2) When notes are printed either after the disposal or during the currency of a case, much matter referring to the routine progress of the case which should have been entered on the buff sheet may be omitted as unworthy of print. All notes and initials of a routine nature, dates and numbers of unofficial references, and the like, shall be struck out before sending to Press.

45. The subject of the first letter received in a file shall be entered in black ink on the form used for the first sheet of the notes: the subjects of any subsequent receipts and issues shall be entered in black and

PART III—*continued.*

red ink respectively not on a separate sheet in that form, but in chronological order in the notes.

46. . When a note is not submitted within four days from the time when the papers reach the noting clerk, an explanation of the delay should be given on the buff-sheet.

47. When the noting clerk has completed the case, he hands it to the Head Assistant, who either deals with it further himself or initials it and passes it on to the Under-Secretary.

48. When the case comes back from the Under-Secretary, the Head Assistant ordinarily passes it on to one of the correspondence clerks to draft the orders. In all cases of importance the draft should, if possible, be prepared by the clerk who has noted on the case and is thoroughly familiar with it.

49. A draft endorsement, letter, resolution, notification, or telegram, as the case may be, may be prepared at any stage of a case if it appears that the consideration and disposal of the case would be facilitated by submitting it with a draft.

50. In cases which have not been submitted to the Lieutenant-Governor, any observations or comments made, or opinions expressed, should not be ascribed to the Lieutenant-Governor personally by his official designation. Such expressions as 'it seems to the Lieutenant-Governor,' 'the Lieutenant-Governor considers,' 'in the Lieutenant-Governor's opinion,' etc., should, therefore, be avoided, and impersonal language should be used. In rejecting an appeal, or sanctioning an expenditure, extra grant, pension, &c., as a matter of routine, the order may, however, issue in the long-

PART III—*continued.*

standing form—‘The Lieutenant-Governor declines to interfere,’ “the Lieutenant-Governor is pleased to sanction,” &c.

51. The draft is written on paper (Form B draft) having in the top right hand corner the following heading:—

*Heading of drafts.*

Department .. ..	Financial
Branch ... ..	Separate Revenue.
File ... ..	$\frac{3A}{2}$
Number ... ..	26
Issue No. ... ..	365
Date of issue ... ..	1-4-1900.

The drafter enters the file formula ( $\frac{3A}{2}$ ) and file number (26) in the third and fourth spaces.

52. After preparing the draft the drafter enters a concise abstract of its purport in red ink in the continuous

*Abstract of draft.*

note-sheet.

53. The drafter at the time of preparing the draft fills in the second and third columns of a table-slip in the following form, and indicates on

*Tabling: Entries by  
Drafter, Recorder,  
Sorter, and Press.*

the top left hand corner whether the slip should be included in the Lieutenant-Governor's, Secretary's, Under-Secretary's, or Routine table:—

No. of Proceedings.	Subject.	File formula and No.	Date of last order.	Previous Proceedings.	Page.
1	2	3	4	5	6
(To be filled in when case is recorded.)					



PART III—*continued.*

The sorter fills in the fourth column; the recorder; the first and the fifth; and the Press, the sixth.

54. . The table-slip should express as concisely

*Tabling : Entry by* as possible the purport of the  
*Sorter.* correspondence up to date. The date entered in column 4 is the date of the Government letter conveying the orders in the case, not the date of the last order in the notes. It is entered by the sorter.

55. Opinion cases dealt with by the Financial

*Opinion cases : how* Department and disposed of by  
*tabled.* the Under-Secretary, are tabled and the tables submitted in manuscript for perusal and orders of the Secretary. When opinion cases are disposed of by the Secretary, they are not tabled in the Financial Department; but the fact that that Department was consulted is stated in the table of the Departments to which they belong.

56. When a letter calls for further report or

*Reminders : Drafter.* further information, or obviously demands a reply, the drafter enters the letter R in red ink in the top left-hand corner of the draft with the date on which the reminder should issue. When a speedy reply is called for, he enters in the same place the letters R.R. In either case he places a slip headed "Reminder Case" (Form No. 41) on the top of the file.

57. The reminder clerk enters the Branch, file

*Reminders : Reference* number and serial number of the  
*clerk.* letter in the reminder register for the date on which the reminder ought to issue, thus—

4th April ... Fin.  $\frac{1A}{26}$  11, 2304F. of 4th March.  
Mis.  $\frac{1D}{3}$  5, 575M.

PART III—*continued.*

On the date in question the reminder clerk gets out the files marked for that date, and sees if any reply has been received. If not, he submits the cases to the Head Assistant for orders.

(a) Ordinarily a reminder should issue a month after the date of the issue of the letter. When the officers addressed have to consult other bodies or their subordinates by circular, the first reminder should not issue before six weeks. Subsequent reminders should issue once a fortnight.

(b) No reminder should issue in any case in which the initiative has come from the person addressing the Government, unless in the course of the correspondence a question arises in respect of which the Government is interested in obtaining an answer.

58. Reminders addressed to the Government of India and the High Court are only issued under the orders of the Secretary and are usually signed by him.

59. When the draft has been finally approved and returned to the Head Assistant for issue, he makes it over to the drafter. It is the duty of the drafter to instruct the

*Reminders to India and High Court.*

*Head Assistant to Drafter.*

—  
*Drafter to Sorter.*

sorter as to the number of enclosures, etc. He also corrects the table-slip if the draft has been altered so as to materially affect the purport of the orders. Whenever, as in A cases, a draft approved by Secretary or the Lieutenant-Governor is not kept in the file, the fact of such approval is to be stated in continuation of the note, and any remarks made on the draft or proof which it is desirable to preserve must be copied into the notes. When a case is required to be resubmitted after

PART III—*continued.*

issue, the drafter should write on the first page of the draft in red ink "Issue and resubmit." The sorter should expedite the issue of the orders and resubmit the case after issue to the drafter or Head Assistant noting "Resubmitted" with his initials and the date of resubmission.

*Issue number.* 60. The issue number of a letter is its serial number in the

Issue Register.

61. Letters to issue in manuscript are numbered and sent at once to the *Manuscript letters : Sorter to Copying Department.* copying clerks, but are not dated until they are submitted for signature. The date is the date of signature.

62. Letters issued are copied on paper headed *Letter forms : issue.* with the name of the Department and Branch concerned, as in forms Nos. I to V.

63. If the letter is to issue in print, the sorter *Printed letters : Sorter to Press.* sends it to Press and submits the proof to the drafter, who examines and submits it to the Head Assistant. On return of the passed proof, he enters the letter in the Issue Register with number, date and other particulars mentioned in rule 8, and sends it to the Press to be struck off. All resolutions are also numbered, and not merely the endorsements circulating them. The date of the letter or resolution is the date on which the last proof was passed. The sorter enters this in the fourth column of the table-slip.

64. When a circular letter in print is addressed *Circulars addressed to public bodies.* to a number of public bodies or Associations inviting their opinion on any Bill or project of law, or other subject, the copy of the circular forwarded to each body or Association should contain in the address only the

PART III—*concluded.*

name of that body or Association, which should be entered by hand in a blank space to be left for the purpose. In the copies of the circular kept for record, the names of all the addressees may be printed.

65. After the return of the issue copy from the Press or the copying clerks, the  
*Signature.* sorter gets it signed, and in the case of manuscript letters, he enters the date on the fair copy and on the draft when he sends the letter for signature. He also enters the date in the fourth column of the table-slip after sending the letter for signature.

66. Letters, other than of a routine nature, to the address of the Government of  
*Letters to India, &c., to issue under the Secretary's signature.* India, other Governments, and the High Court should issue under the signature of the Secretary. When a letter issues under the signature of any officer other than the officer approving the draft, the initials of the officer signing the letter must be copied on the draft.

67. The signed letter is sent by the sorter to the despatcher, who enters it in  
*Despatcher.* the Despatch Register and notes the date of despatch on the draft, returning the latter to the sorter. The despatcher also keeps a stamp account, in which he shows the daily total of postage paid in despatching letters, packets and parcels by post.

## PART IV.

## RECORDING.

68. On receiving the draft from the despatcher, the sorter makes over the file to the recorder who takes out of the files the table-slips prepared under rules 53 and 54 and arranges them and gets them printed. When a file is closed and recorded in B, the table-slips are pasted on its cover, as giving an abstract of its contents.

*Recording.* 69. After the cases have been recorded and collections or files have been formed, they are made over to the diarist, who enters the Proceedings and file numbers in the diary, and sends the case to the Reference clerk.

*Diary marking.* 70. The weekly tables of the several departments of the Secretariat should be prepared for the week running from Thursday to Wednesday.

*Weekly Tables.* 71. If the order passed is an intermediate order, that is to say, if it does not finally dispose of the matter in hand, and further correspondence may be looked for, the file is kept with other current files in the Reference room. Such files are kept as 'await files' in a separate rack.

*Intermediate orders.* 72. Cases are classified according to their importance as A cases, B cases, or C cases. In A cases the entire correspondence is printed at length in the Proceedings of the Government. In B cases only an abstract of the general purport of the correspondence is recorded in Proceedings. C cases are filed and are destroyed after three years. Head Assistants in charge of departments are responsible for seeing that letters are assigned to the proper classes and that excessive printing charges are not incurred.

PART IV—*continued*.

In cases of doubt, the orders of the Under-Secretary should be taken.

73. An A case when recorded ceases to be a file, and becomes a collection consisting of the series of letters printed at one time in the Proceedings, and bearing consecutive numbers for the month in which the series was brought on the Proceedings.

74. To the collection is prefixed a list of papers in the following form printed on strong grey paper:—

*List of Contents.*

No. 5. From Government of India, Public Works Department, No. 53R.C., dated 15th January 1900, forwarding, with remarks, copy of a letter, with enclosures, from the Agent, East Indian Railway Company, regarding the claims advanced by this Government for rent and compensation for the land occupied by the Mokameh branch line prior to 1st January 1880.

No. 6. To Government of India, Public Works Department No 252R., dated 4th February 1900, stating that the Lieutenant-Governor accepts the suggestion of that Government and will not press the claim.

This is prepared by the recorder, who enters in serial order the abstracts of the letters given in the note-sheet, and gives to each letter the number under which it is entered in the Proceedings.

75. The notes in A cases are printed on Buff paper and bound up at the end of each collection. The record numbers of the official correspondence shall be entered in the margin of the notes opposite the statement of the subject of each paper.

*Notes in A cases.*

76. In the printed notes attached to the Collections of Proceedings, the name of the Lieutenant-Governor or Secretariat Officer, as the case may be, shall be printed in full at the foot of each note written by him. In the case of a note written by the Lieutenant-Governor, the letters after the first letter of the surname shall be enclosed in brackets.

*Printing of the names of officers on notes.*

PART IV—*continued.*

77. The printing of the different parts of a collection of Proceedings shall be *Type to be used in printing Proceedings.* in the different kinds of type prescribed by the Financial Department. Notes shall be printed on paper of buff colour.

78. The proceedings of every department of the Government are recorded *Proceedings Volumes.* in monthly volumes. There is ordinarily one such volume for each of the departments mentioned in rule 2, Part I.

79. A volume of proceedings contains—  
*Contents of Proceedings Volumes.* (a) An alphabetical index in the following form:—

Number of Proceedings.	Subject.	File No.	Page.
B 31-32	<i>Accounts—</i> Contingent bills of Government Solicitor, 1898-99.	1A	216
A 1-2	<i>Acts and Rules—</i> Act to amend the law relating to partition.	$\frac{3A}{2}$	143-64

Each branch has a separate index. Detailed page references are given only for A papers, the reference for B papers being to the page at which the abstract containing the particular entry commences.

(b) A table of contents for A proceedings in the following form:—

1	2	3	4	5	6
Number of Proceedings.	Subject.	File No.	Date of order.	Previous Proceedings.	Page.
37-40	<i>Construction of a new lock-up at Netrokona in Mymensingh—</i> Sanction accorded to the estimate amounting to Rs. 11,898 for the work.	$\frac{3B}{24}$	4th October.		21-23

PART IV—*continued.*

(c) The papers of A proceedings in full.

(d) An abstract of B proceedings in the following form:—

Number of Proceedings.	Subject.	File No.	Date of last order.	Previous Proceedings.
66—68	<i>Subordinate Judge's Court, Jessore—</i> Superintending Engineer, Eastern Circle, informed that no funds were available for opening a door in court-room.	2B 21	13th October.	

*N. B.*—The form given in Rule 53 may be utilized for the purposes of clauses (a), (b) and (d) of Rule 79, the necessary alterations being made in manuscript. Thus columns (4) and (5) will not be required in (a), nor column 6 in (d).

80. Précis and notes shall not be entered in the official Proceedings of the Government of Bengal, save by the express direction of the Lieutenant-Governor.

*Notes not to be included in proceedings volumes.*

81. In preparing the alphabetical index, the subject-heading of the note in each file is usually full enough to be taken as the index entry. The key-word ('Accounts,' 'Acts and Rules') in specimen given in rule 79 must be carefully selected. Entries should not be confined to alphabetical subject heads, but cross references should also be given, *e.g.*, the first entry in rule 79 would appear under *Accounts* and also under *Solicitor*. From the monthly indexes an annual index is prepared for the purpose of reference.

*Alphabetical Index, how prepared.*

82. The table of contents for A cases is based upon the table-slips prepared under rules 53 and 54.

*Table of contents, A cases, how prepared.*

83. The abstract of B cases consists of the table-slips prepared under rules 53 and 54, numbered consecutively with reference to the date of the last order.

*Abstract of B cases, how prepared.*



PART IV—*concluded.*

84. Proceedings volumes are paged consecutively by the Press without regard to their division into branches. The table of contents

*Paging of Proceedings volumes.*

of A proceedings and the alphabetical index show the page at which each A case is to be found. For B cases the reference is to the page at which the table commences, which contains the particular entry in question. Thus for all B cases falling under the section Forests in the Revenue Proceedings volume, the reference both in the alphabetical index and the table of contents is to the page at which the abstract of Forests B proceedings begins.

85. All cases shall be recorded on the occasion of each issue from the Government (other than a reminder) or series of issues on the same date, or on the occasion of any receipt being recorded with no orders.

*Cases recorded at every stage.*

86. When an A case has been recorded, the collection formed in the manner described in rule 73 takes the place of the original file. At the end of three years the latter is destroyed, and the collection is sent to the record-room.

*A cases, sending to Record-room.*

87. B cases are kept in the reference-room for three years, and then sent to the record-room.

*B cases, sending to Record-room.*

88. After being recorded, all cases, whether A or B, are sent to the Reference clerk, who marks the proceedings numbers in the sixth column of the file-book.

*Recorded cases to be noted in file-book.*

89. Recording for the month is closed in each department on the 10th of the following month, on which date the table-slips arranged in proper order are submitted to the Head Assistant and the Under-Secretary. They are sent to the Press on the 12th, and the volumes are completed by the close of the month.

*Recording for the month when closed.*

## PART V.

## INSPECTION OF PENDING CASES.

90. A list in the following form of cases pending with any assistant for more than three days from date of receipt is submitted to the Under-Secretary at the end of every week:—

*Weekly list of pending cases.*

\_\_\_\_\_ DEPARTMENT.

*List of cases pending on Saturday, the \_\_\_\_\_ 190*

Branch and File No.	Subject.	Since when pending.	With whom pending, and why.	REMARKS.
1	2	3	4	5

91. A list of cases remaining undisposed of for more than three weeks is submitted to the Secretary through the Under-Secretary in the following form in the last week of every month:—

*Monthly list of pending cases.*

*List of cases pending in the \_\_\_\_\_ Department on the \_\_\_\_\_ 190, which were received before the 1st idem.*

Serial No.	Branch and File No.	Letter undisposed of.	Subject.	Remarks.	Orders.
1	2	3	4	5	6

92. A thorough inspection of the office will be made by the Under-Secretary once a quarter.

*Quarterly inspection.*

## PART VI.

### INTER-DEPARTMENTAL REFERENCES.

93. Whenever any department of the Secretariat passes an order likely to affect a subject administered by another department, the file is sent unofficially to that department for its opinion. In the event of a conflict of opinion arising such as to necessitate a reference to the Lieutenant-Governor, the case is submitted to His Honour by the department initiating the question.

*General rules.*

94. When a note by the Lieutenant-Governor contains orders affecting more than one department of the Secretariat, the department in which the note is first received is responsible for communicating it or extracts from it to the other departments concerned.

*Notes which concern more than one department.*

95. When a letter or other communication is received in one department and referred by it unofficially to another department for consideration, the department to which such unofficial reference is made will not, as a rule, issue orders in the case, but will return the file with a record of its views, together with any intermediate correspondence that may have passed with other departments.

*Letters received in one department referred unofficially to another department.*

96. Inter-departmental enquiries should be made unofficially and not included in printed proceedings.

*Inter-departmental references.*

97. In cases of inter-departmental reference the department of origin shall state, with as much precision as possible, the specific point or points in respect to which reference is made; and the department referred to shall avoid unnecessary repetition in its notes of anything sufficiently stated in the notes of the department of origin.

PART VI—*continued.*

98. If in any case it is desirable that the orders on any letter or other communication should issue in a department other than the department in which it was originally received, the case will be transferred officially to the Department which should issue the orders.

*Issue of orders on letters by other than the receiving department.*

99. When a copy of orders issued by one department is sent to another department for information or for further action, it will be forwarded officially, and will be dealt with as an official communication in the department receiving it. Such copies will be included in the proceedings of that department, but papers included in the A proceedings of one Department should not be included in the proceedings of any other department without special orders.

*Sending of copies of orders issued by one department to another department.*

100. When two departments are both in correspondence with the Government of India on the same matter, no letter to India shall issue from the one without being seen by the other.

*Two departments in correspondence with the Government of India on the same subject.*

101. Whenever an officer's conduct is called in question, a notice of that fact is sent to the Appointment Department. The object of this is to guard against the Appointment department promoting in ordinary course an officer who may shortly afterwards be censured for misconduct coming under the notice of another department. On receiving such a notice, the Appointment Department either awaits the result of the question pending in the other department, or calls for the papers to enable it to decide as to its own action. When

*Special rules: Appointment Department.*

PART VI—*continued*.

final orders are passed, the Department concerned, if the officer is completely exonerated, sends the Appointment Department an intimation to that effect, or if he is censured or criticised, sends a copy of the orders. In the former case the Appointment Department takes no action: in the latter it enters the censure in its character book. But when a punishment is inflicted on an officer the Appointment Department is consulted before the orders issue. Correspondence in which an officer is commended or thanked is also sent to the Appointment Department for record; but in this case no preliminary notice is necessary, such as is required when it appears that censure is impending.

102. All expenditure which is debitable, either wholly or in part, against the Imperial or the Provincial revenues, or any Local Fund under the control of the Government of Bengal, requires the previous sanction of the Financial Department at some stage. The fact that provision has been made in the budget for any charge in no way removes the necessity for obtaining the express sanction of the Financial Department to such charge, unless such sanction has been previously accorded.

103. Except with the previous consent of the Financial Department, no grant may be transferred from one budget head or sub-head to another head or sub-head unless both items—that from which the grant is transferred and that to which it is transferred—have been previously sanctioned in full by the Financial Department.

104. Except with the previous consent of the Financial Department, no grant which has been sanctioned for expenditure on any object may be expended on any other object.

PART VI—*continued.*

105. Except with the previous consent of the Financial Department, no expenditure may be incurred against anticipated savings in the budget grant.

106. To avoid the necessity of petty references, all departments of the Secretariat are authorised, without previous reference to the Financial Department, to finally sanction any expenditure not exceeding Rs. 100 for each item; provided—

- (a) that it is not on account of an item of Contract contingencies;
- (b) that it does not involve an increase of salaries, or any permanent charge upon the Imperial or Provincial revenues, or any debit against the budget for the following year;
- (c) that it is included in the monthly return of extra grants forwarded to the Financial Department.
- (d) that it is met by a specific re-appropriation of the budget grant under the same major head of account.

107. When an application for expenditure which is not covered by any existing sanction, and which does not fall within the provisions of Rule 106, is received in any department of the Secretariat, the procedure for obtaining and according sanction shall be as follows:—

- (a) The application shall first be considered on its merits by the administrative Department concerned.
- (b) If such department, hereafter called the initiating Department, considers that the expenditure should be incurred, it shall send the file to the Financial Department with the enquiry whether that department has any objection.

PART VI—*continued*.

- (c) If the Financial Department has no objection, it shall record its opinion to that effect on the file, and shall then return the file to the initiating Department. It may at the same time ask to see in draft the orders which it is proposed to issue. In such a case the orders shall not issue until they have been approved by the Financial Department.
- (d) The initiating Department shall then issue such orders as it shall think fit, sanctioning the expenditure, and shall send a copy of such orders to the Financial Department, which will forward it to the Accountant-General. Copies of orders thus forwarded will not be kept by the Financial Department.
- (e) If, on receipt of a file under the provisions of clause (b) of this rule, the Financial Department has any objection to the expenditure in question being incurred, either wholly or in part, it shall record its objection on the file, and shall then return the file to the initiating Department.
- (f) On return of the file, the initiating Department, if it perseveres in its approval of the proposed expenditure, must submit the case for the orders of the Lieutenant-Governor.

108. Rules 102 to 107 apply to all expenditure which is incurred under the orders of this Government, whether such expenditure is chargeable (a) to Imperial heads of account, such as Opium or Ecclesiastical, (b) to Provincial heads, such as Law and Justice or Education, (c) to Divided heads, such as Forest or Registration, or (d) to any Local Fund under the control of the Government

# GOVERNMENT OF BENGAL.

## FINANCIAL DEPARTMENT.

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### *Addenda and Corrigenda to the RULES OF BUSINESS, BENGAL SECRETARIAT.*

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#### **No. 1.**

*The 8th March 1901.*

PAGE 32.

*Add the following as Rule 108B:—*

“108B. The following rules regulate the inter-departmental procedure in dealing with the budgets of the Civil Departments:—

- (1) The Financial Department shall forward every budget to the Department concerned, not later than the day following that on which it is received from the Accountant-General (and, whenever possible, on the same day);
- (2) The Administrative Department shall return the budget, with its notes and remarks, within 14 days from the date of receipt, and in no case later than the 8th January;
- (3) If two Departments under the same Secretary have to deal with a budget, the period of 14 days shall apply to both Departments combined;
- (4) Departmental notes should be confined to what is necessary for explaining clearly all increases and decreases of revenue and expenditure, and, in particular, for justifying all proposals for new or increased expenditure, which have not yet been formally sanctioned by Government. It is unnecessary that the Accountant-General's remarks should be recapitulated in the notes.”



PART VI—*continued*.

recognised custom, or in conformity with sanctioned scale of charge (neither adding to it nor modifying it), are issued direct to the Accounts Department by the administrative Department concerned without communication to the Financial Department. But questions involving interpretation of the rules in the Financial Codes and Regulations and their bearing on any case are referred to the Financial Department.

(a) When any reference to the Government of India is necessary for interpretation or general relaxation of any Financial rule or rule contained in the Civil Service Regulations, the draft is prepared in the Financial Department, but before final approval, is sent to the initiating department to see if it covers the case which has given rise to the reference. The correspondence with the Government of India is included in the proceedings of the Financial Department, and a copy of the final order is sent to the departments concerned by an official endorsement. But when any relaxation is recommended on behalf of any particular individual, the reference to the Government of India is made direct from the administrative Department concerned, the opinion of the Financial Department being previously taken, if necessary.

111. When an application for administrative sanction to any major or minor public work is received in any department of the Secretariat, and such sanction is accorded, a copy of the order with the rough estimate of cost and sketches of the ground plan, if any, accompanying the application is sent to the Public Works Department with an office memorandum, and, when necessary, instructions are issued by that department for the preparation of detailed estimates and plans. But before the detailed estimates and plans are passed, and the works

PART VI—*concluded*.

undertaken, they are sent unofficially to the initiating Department for final approval, in order that they may be referred, if necessary, to the local or departmental officers for consideration.

111A. The Public Works Department shall keep a list of all original works for which administrative sanction has been given, showing separately—

- (a) Projects for irrigation or navigation.
- (b) Buildings.
- (c) Communications.
- (d) Miscellaneous public improvements.

This list extends to all projects for original works, whether they are initiated by one of the Civil Departments or by the Public Works Department itself (as in the case of projects for irrigation works).

111B. Before any work is entered in the list prescribed by Rule 111A, the Public Works Depart-

INSERT the words “estimated to cost more than Rs. 15,000” after the words “Before any work” in line 1 of Rule 111B.

111. Considering whether any work should be entered in the list prescribed by Rule 111A, the Financial Department shall have regard primarily to its financial aspects, and shall not discuss the merits of any scheme initiated by another Department except in so far as they cannot be dissociated from its financial aspects.

111C. No original work estimated to cost more than Rs. 15,000 shall be commenced by the Public Works Department unless it has been entered in the list of original works for which administrative sanction has been given and unless Budget provision has been made for it.

## PART VII.

### THE PRESS.

112. All papers sent to the Press are entered in the Press Register and examined by the Head Assistant, who signs the order to print. No order signed by a clerk of rank lower than a Head Assistant is received in the Press.

113. It is the duty of the Head Assistant to see that type is not kept needlessly standing in the Press. The Superintendent of the Press is authorised to apply for orders to break up all the type that has been standing for more than three months. A report of cases standing in type will be submitted every month to the Under-Secretary, who will pass such orders as may be necessary.

114. Sunday labour in the Press should be avoided as much as possible, and no work should be sent to the Press on Sundays unless it is exceptionally urgent. The Superintendent of the Press is authorized to use his discretion with reference to the circumstances of each case as to whether work sent by any officer should be taken up on Sunday or not, unless one of the authorities mentioned below certifies that the work is so urgent that it must be undertaken on Sunday:—

His Honour the Lieutenant-Governor.

A Secretary to the Government of Bengal (or, in case of the absence of a Secretary from Calcutta on any emergency, an Under-Secretary).

The Private Secretary to His Honour the Lieutenant-Governor.

## PART VIII.

## TOUR CORRESPONDENCE.

115. When the head-quarters of Government are at Darjeeling, each case sent by the Presidency office is accompanied with a *challan* or list showing the subject and File or Proceedings Nos. of the papers making up the case; and these particulars are entered in a book kept in the same form at the Presidency.

*Challans to accompany cases sent to head-quarters.*  
116. A list of these challans, showing only their serial numbers, is sent every day with the cases in a despatch bag forwarded as a railway parcel.

*List of challans sent in despatch bags.*  
117. The papers received at the head-quarters office are compared with the entries in the challans which are then collected in serial order, on which are noted the dates of the return of papers to the Presidency or their transmission to other departments. If any papers are taken out from any case, the fact is also noted in the challan, and a "Put up slip" indicating the papers taken is put up in the case before it is returned to the Presidency. If any case is received without a challan or any challan received without the papers entered in it the fact should immediately be reported to the Presidency Office.

*Challans how dealt with at head-quarters office.*  
118. The serial number of the challan of each case is noted in its buff-sheet, so that when the case is returned the challan is easily traced and the date of return noted.

*Serial number of Challan to be noted on buff-sheet.*  
119. The head-quarters office also keeps a Diary, an Issue Register, and an Inter-departmental Register in the same form as is used in the Presidency office, and conforms to the rules of correspondence as far as practicable. But no cases are recorded at Darjeeling and no file-book is maintained.

*Registers kept up in head-quarters office.*

## PART IX.

## TREATMENT OF CONFIDENTIAL CASES.

120. \* Confidential papers do not pass through the office in the usual course, but are dealt with by the Head Assistant of the department, or the Registrar of the office, with the help of a confidential assistant, if necessary.

*Head Assistant deals with confidential cases in office.*

121. The entries in the Diary, Issue Register, and File-book are made from slips furnished by the Head Assistant or Registrar, and are very general, sufficient only to admit of the papers being traced to the confidential almirah.

*How entries are to be made in Registers.*

122. Confidential papers are not recorded and brought on the Proceedings of the Government without the special orders of the Secretary or Under-Secretary.

*Confidential papers not recorded without special orders.*

123. When confidential papers are sent out of the office, they are put into double covers, the inner one being marked "confidential" and the outer one bearing the usual address without any distinguishing mark or word to indicate that its contents are confidential.

*How papers are to be sent out of office.*

124. Add the following as Rule 123A :—

123A.—No paper should be sent round or circulated to offices subordinate to Government as confidential, without special orders from the Secretary, whose attention is, at the same time, to be drawn to the fact that, if it is so circulated, there is very little chance of keeping it confidential.

*SECRET PAPERS SHOULD BE GIVEN TO CONFIDENTIAL AGENTS.*

125. In important cases other than of a specially secret nature the papers should be printed as in A cases; but the orders of the Under-Secretary

*Printing of Confidential papers.*

PART IX—*concluded.*

should be taken in each case before this is done. The covers of printed collections of confidential papers should be blue instead of the ordinary grey. The Superintendent of Government Printing shall send all printed collections, together with the manuscripts under sealed cover to the Registrar, who will make them over to the Head Assistant of the Department concerned. As few copies as possible should be printed, and the assistant in whose charge they are should keep a note how each has been disposed of.

126. When a case is taken out of, or returned to, the almirah, a note to that effect is made in the register. An index to the register is prepared in departments where the cases are considerable in number.

127. All confidential cases and all cases in which confidential papers are put up for reference should have a blue board placed on the top of them before submission.

*Notes to be kept of cases submitted and received back.*

*Blue boards to be placed on confidential cases.*

## PART X.

## ARRANGEMENT OF APPOINTMENT FILES.

128. (1) In departments which control a large number of appointments of gazetted officers, a separate file may be kept for each such officer, consisting of all gazette notifications affecting his appointment, leave, transfer, confirmation and retirement with a note-sheet in the following form:—

	HISTORY OF SERVICE OF		
	Name and place of appointment.	Number and date of notification.	For orders and notes, see file No.
First appointment in Bengal.	Civil Medical Officer, Gaya.	India Government No. ., dated . Bengal Government No. ., dated .	} M of May 1900. 30
Transferred ... ..	Civil Surgeon, Midnapore, and Superintendent of Jails.	Bengal Government No. ., dated .	
Privilege leave for three months.	.....	Bengal Government No. ., dated .	} P of January 10 1900.
Transferred ... ..	Civil Surgeon and Superintendent, Medical School, Dacca.	Bengal Government No. ., dated .	
			Z of June 1900. 5

(2) In departments dealing with a small number of appointments the history and incidents of the services of officers may be registered in a book, all references to notifications being properly quoted. The names of officers should be alphabetically arranged and 2 or 3 pages assigned to each.

129. An extract cut out of the last edition of the "History of Services of Gazetted Officers" will give previous appointments up to the date of its publication. The record may only be continued from that date.

PART X—*concluded.*

130. A copy of the charge-sheet may be kept  
*Charge-sheet kept in* in each file.  
*file.*

131. The notes, demi-officials and other correspondence of a "chain" of appointments may be kept in the  
*Notes and demi-officials how to be kept.* file referring to the officer at the head of the chain. .



## PART XI.

## ATTENDANCE OF CLERKS.

132. The hours of attendance for clerks are from 10-30 A.M. to 5 P.M., but as a general rule no clerk is to leave office at the stated hour, unless his work is sufficiently brought up, and then not without ascertaining from the Head Assistant that he is at liberty to go.

133. On arriving at office every clerk below the rank of Head Assistant is required to sign the attendance list which is kept in the following form:—

*Daily attendance List.*

DEPARTMENT

1900.

*Monday, 1st January 1900.*

Office No.	Name.	Salary.	Signature.

134. From 10-30 to 10-40 A.M. this list is kept placed for signature near the entrance door. At 10-40 it is laid before the Head Assistant, and at 11 A.M. it is initialled by him and submitted to the Registrar. Clerks who arrive between 10-40 and 11 are liable to fine, but are permitted to sign the list on application to the Head Assistant, who will note the time of arrival against their names. Clerks who arrive after 11 must explain their absence on a slip for the orders of the Under-Secretary.

PART XI—*concluded.*

135. The results of the daily attendance list are posted in the monthly attendance roll, which is kept in the following form:—

Office No.	NAME.	Salary.	Days of month 1-31.			Number of days present.	Short time.	Fines.	Net amount payable.
			1	2	3				

136. Clerks who have entered their names in the attendance list are not allowed to leave the office without the permission of the Head Assistant.

137. Increments to salary are given in recognition of regularity of attendance, good conduct, diligence and approved work. No increment can be drawn without the Under-Secretary's written order. It is the duty of the Accountant to obtain this order 15 days before the increment falls due, by submitting an application in the prescribed form through the Head Assistant. Regularity of attendance is also taken into consideration in determining claims to promotion and applications for leave.

138. If the state of work permits, the Secretariat is closed on Saturday afternoons and for the entire day on the last Saturday of the month.

## PART XII.

## MISCELLANEOUS.

139. (1) The following documents should always be submitted to His Honour the Lieutenant-Governor in draft or in proof :—

*Documents to be seen by His Honour the Lieutenant-Governor.*

1. All circulars.
2. All Resolutions on Administration Reports.
3. All orders conveying a censure on Covenanted officers and on other gazetted officers of high rank.
4. All replies to Associations, and all communications to the Government of India other than of a routine nature.

(2) All letters from the Government of India other than those of a routine nature should also be submitted to His Honour the Lieutenant-Governor with the files.

140(1). It shall be the duty of the Secretary in the department to which the subject belongs, to submit every case which he is not, by the practice of the department competent himself to dispose of, in a complete form ready for orders, to his Honour the Lieutenant-Governor.

*Duty of Secretary to submit cases to the Lieutenant-Governor.*

140(2). When an order for publishing official correspondence in the *Calcutta Gazette* is needed, a definite order for such publication should be obtained from His Honour the Lieutenant-Governor.

*Publication of official correspondence in the "Calcutta Gazette."*

141. All cases refusing the request of a Commissioner of a Division or of a Head of a Department are submitted to the Secretary.

*Cases required to be submitted to Secretary.*

142. All cases withholding the submission of petitions to the Government of India are submitted to the Secretary.

PART XII—*continued.*

143. All communications with the Government of India, except periodical returns, should be by letters and not endorsements.

*Communications with the Government of India to be by letters.*

144. Correspondence with private persons or public bodies should be always by letter, and not by docket or endorsement. When it is necessary to forward a copy of a letter, this should invariably be done by a covering letter.

*Correspondence with private persons or public bodies to be by letters.*

145. A special copy of all letters addressed to the Legislative Department on the subject of Bills before the Supreme Council should be sent at once to the officer who represents the Bengal Government in the Council.

*Matters connected with bills before the Supreme Council.*

146. In order that the information given in the monthly report of Bills and Projects of Law pending before the Legislative Council, Bengal, may be as complete as possible, the Secretary to Government in each department will forward to the Assistant Secretary, Legislative Department, on the 27th of every month, the memorandum of the previous month brought up to date, showing the stage reached by each Bill or Project of Law with which his department is concerned. The Assistant Secretary, Legislative Department, will submit his report embodying the information so received on the second of every month.

*Matters connected with the Legislative Department.*

147. All Bills received from the Government of India for opinion should be invariably sent to the Assistant Secretary in the Legislative Department for any remarks or suggestions that he may have to offer on the drafting of the Bills. The Assistant Secretary will note on the Bills,

PART XII—*continued*.

while the reports of officers and others consulted, are awaited.

148. When a Bill has been introduced into the Bengal Legislative Council, and reports regarding it are received in one of the Executive Departments of Government, the Lieutenant-Governor's orders should be taken as to whether such reports should be communicated to the Assistant Secretary, Legislative Department, for circulation by him to the members of the Legislative Council.

If it is decided to communicate the reports on a Bill to the Legislative Department, the Executive Department concerned should examine the reports carefully to see whether they contain anything which it would be inexpedient to publish, and if such matter is found, the Secretary's orders should be taken. On receiving the reports, the Legislative Department will number and circulate them to the members of Council.

149. When opinions are called for on a Bill before the Bengal Council, it is the duty of the Registrar or Head Assistant of the department concerned to have a *précis* of the opinions prepared, unless definite orders are given to the contrary effect. In making a *précis* each section of the Bill should be pasted on a separate sheet, and cuttings of the replies pasted below as they come in.

150. All letters with their enclosures addressed to the Government of India, which deal with matters of importance and are likely to be recorded *in extenso* in A Proceedings, and which, when in manuscript, exceed six pages of foolscap, should be forwarded in print.

*Important letters to the Government of India to issue in print.*

PART XII—*continued.*

151. In official correspondence the Government of India is spoken of in the plural, and a Local Government in the singular unless it has an executive Council.

*Method of styling the Government of India and Local Governments.*

152. Care should be taken not to ask local officers for information which is in possession of the head-office, as such a course tends to bring the head office into disrepute as being ignorant of things which it ought to know.

*Local officers not to be asked for information already in possession of Head office.*

153. When correspondence received from any subordinate officer is printed in the Secretariat, spare copies should be sent to him with any orders passed on them.

*Printing of correspondence with subordinate officers.*

Add the following as Rule 153A:—

“153A. Should any confidential circular or letter be received from the Government of India to reply to which it would be necessary to obtain information from Local Officers, the letter issued by the Local Government for that purpose to the Local Officers, should not state the authority originating the call.

issued from or published by the Secretariat. When letters received contain such references attention should be drawn to the fact in the office note.

156. Numbers should be given to paragraphs in letters and printed notes, and also to columns in statements whether given separately or in the body of a letter, report or note. If any letter or other communication is received without numbers to paragraphs and columns, the omission should be corrected immediately on receipt. The Press should be especially vigilant in this matter.

*Paragraphs of letters and notes and columns of statements to be numbered.*

PART XII—*continued.*

157. (1) Newspapers for the current year will be kept in the department to  
*Custody of news-* which they belong in charge of  
*papers.* the stationery daftari, and at the  
 end of the year will be sent to the record-room for  
 preservation. Two complete sets of newspapers  
 made up from the papers supplied to all three  
 Secretaries for the last two years preceding the  
 current year shall be preserved in the record-room;  
 and the remainder (after a complete file of the  
*Englishman* has been handed over to the Librarian  
 for permanent preservation) shall be sold as waste  
 paper.

(2) The weekly confidential reports on native  
*Reports on native* papers shall be kept in the con-  
*newspapers.* fidential-box by the Registrar of  
 the office to which they belong,  
 and, at the end of every six months, shall be sent to  
 the Record-keeper. Two complete sets of the reports  
 shall be bound in half-yearly volumes and kept as  
 confidential permanently in the record-room. All  
 the remaining copies shall be completely destroyed  
 in the presence of the Record-keeper, who shall  
 submit half-yearly to the Registrar, Financial  
 Department, a certificate that this has been  
 done.

158. All addresses submitted to His Honour  
*Addresses submitted* the Lieutenant-Governor while  
*to His Honour the* on tour or elsewhere, and all  
*Lieutenant-Governor on* His Honour's replies thereto,  
*tour.* should be recorded in the  
 administrative departments of the Secretariat  
 concerned, being cut out of the newspapers, if  
 necessary, and subsidiary orders thereon (if any  
 be required) should be issued from those depart-  
 ments.

PART XII—*concluded.*

159. Interpellations in the Bengal Legislative Council, and all replies thereto, shall be included in A Proceedings of the administrative departments concerned.

*Interpellations in Council and replies to be recorded in A Proceedings.*

160. (1) In official correspondence the use of vernacular terms should be avoided as far as possible; but if it is sometimes necessary to employ vernacular words, for which there exists no English equivalent, the precise meaning should always be explained in English, if necessary, by a periphrasis.

*Use of vernacular terms in official correspondence.*

(2) The Secretariat Press should not print vernacular terms in any official correspondence or report without a translation, and should bring their use to the notice of the Head Assistant concerned.

160(A). When a report relating to any matter of political or administrative importance is received in any Department other than the Political Department, the receiving Department should at once send it to the Political Department in order that the latter department may send telegraphic information to the Government of India. The Political Department when it is addressed direct by local officers should forward a copy of the telegram to the Department which ordinarily deals with matters of the kind concerned.

*Matters connected with Political and administrative importance.*



## PART XIII.

REGULATION OF APPOINTMENTS IN THE CLERICAL  
SERVICE OF THE SECRETARIAT.

161. • Promotion in the Clerical Service of the Secretariat will be regulated throughout each office by seniority and merit combined. The head of the office will, however, retain the power of introducing outsiders into appointments requiring special experience or fitness when they cannot be suitably filled by promotion in the office itself.

162. One-third of the vacancies in each office may be filled up by the head of the office from the registered apprentices or by the appointment of outsiders. The remainder will be reserved for the successful candidates at the competitive Clerkship examination which will be held in Calcutta in January of each year, in accordance with the rules laid down in Financial Department Resolution No. 364T.—F., dated the 10th October 1894. If, however, such a candidate is not available for any vacancy, it will be at the disposal of the head of the office.

163. As soon as the result of the competitive examination is reported to the Financial Department, it will circulate a list of selected candidates to the heads of the offices concerned. Candidates will be given their choice of departments as far as possible, and the Financial Department will intimate such choice, if made, to the head of each office. The head of each office will, however, be at liberty to offer a vacant appointment which may occur in his office to any selected candidate on the list. This offer should be made through the Financial Department, which will keep each office informed as the names of selected candidates are removed from the list. No candidate selected in a later year shall be offered an appointment until the offer has been made to, and refused by, the selected candidates of an earlier year remaining on the list.

PART XIII—*continued*.

164. Appointments of men not in the list of successful candidates of the Clerical Service shall, if the person appointed is not already in Government service, be made subject to the conditions that such person—

- (a) is at the time of appointment not less than 18 and not more than 25 years of age;
- (b) produces satisfactory evidence that he possesses a minimum educational qualification equivalent to the Entrance standard of one of the Indian Universities;
- (c) produces similar evidence that he is of good moral character;
- (d) produces a certificate from a Presidency Surgeon as named below to the effect that he is in good health and of a sound constitution:—

- |  |   |   |
|--|---|---|
| (1) For employment in any of the departments under Chief Secretary         | { | Professor of Midwifery, Medical College.          |
| (2) For employment in any of the departments under Revenue Secretary ...   | { | Professor of Ophthalmic Surgery, Medical College. |
| (3) For employment in any of the departments under Financial Secretary ... | { | Professor of Materia Medica, Medical College.     |
| (4) For employment in the Public Works Department ...                      | { | Professor of Surgery, Medical College.            |
| (5) For employment in the Legislative Department ...                       | { | Professor of Midwifery.                           |

(*Vide* Municipal Department Resolution No. 3399Medl., dated the 30th June 1897.)

PART XIII—*continued.*

165. An officer already in Government employ may be appointed to any vacancy without regard to the qualifications specified in the preceding rule.

166.. Every candidate, whether selected by examination or otherwise, who receives an appointment, will be on probation for 12 months, and if at any time during that period or at its close his work is not considered satisfactory by the head of the office in which he is employed, he may be discharged, and will have no claim to gratuity or compensation. If, however, he was admitted from another office, he may be relegated to his former appointment, or, so far as may be practicable, transferred to another appointment of the same pay. To provide for such cases, arrangements should be made by which promotions in the place of the transferred clerks should be sub. *pro tem.* until the latter have passed their period of probation.

## RULES FOR REGULATING THE EMPLOYMENT OF APPRENTICES.

167. The employment of apprentices will be regulated in accordance with the following rules. Any departure from these rules will require the personal written orders of the Secretary, and without such orders no apprentice shall be admitted into the office:—

(1) Apprentices may be appointed up to a number not exceeding 10 per cent. on the number of permanent employes, that number being taken for the purpose of this calculation as the multiple of ten nearest to the actual number.

(2)  $\begin{array}{ccccc} * & & * & & * & & * & & * \\ * & & * & & * & & & & \end{array}$

\*            \*            \*

Persons who have successfully passed the examination prescribed by the rules for the regulation of appointments in the Secretariat Clerical Service, will have the first claim to a vacancy on the list of apprentices.

PART XIII—*continued.*

(3) If any vacancies remain after the claims of successful examinees have been satisfied, other candidates may be appointed, subject to the following conditions:—

- (a) If pure natives of India, they must have passed the F. A. examination. If Europeans or Eurasians, they must possess certificates of education equivalent to the above standard.
- (b) They must be under 25 years of age.
- (c) They must produce satisfactory evidence that they are of good moral character.

(4) Apprentices who enter under rule (2) will (all other circumstances being similar) have a preferential claim to officiating appointments over those who enter under rule (3).

(5) The names of apprentices will be removed from the list when they have served for three years, or have attained the age of 25, whichever happens first.

(6) Apprentices will receive appointments, whether officiating or substantive, in accordance with rule 10 of the rules published with the Resolution No. 364T.F., dated the 10th October 1894 (Rule 162 of this Part). Passed candidates who have served as apprentices will have a preferential claim to appointments reserved for successful candidates in the Clerkship examination.

*	*	*	*	*
*	*	*	*	*

(7) Service as an apprentice qualifies for employment not only in the office in which it is rendered, but also in any other office, mentioned in paragraph 5 of Financial Department Resolution No. 364<sup>T</sup><sub>F</sub>, dated the 10th October 1894, to which the clerkship examination rules apply. An apprentice, however, having once taken officiating employment in another office, has no claim to re-admission as an apprentice into the office in which his service as apprentice began.

168. Should a candidate who has passed the Clerkship examination, and whose name has not been removed from the list of successful candidates under rule 9 of the Clerkship Examination Rules, desire to enter any of the offices of the Secretariat as an apprentice, and should there be no vacancy in that office, then if the number of apprentices who have not passed the Clerkship examination exceeds

'PART XIII--*concluded*.

two, the junior of such unpassed apprentices will be dispensed with, and his place given to the candidate who has passed the Clerkship examination and wishes to enter the office as an apprentice.

169. The subsistence allowance to be granted to apprentices who are not filling officiating vacancies will be as follows:—

To each apprentice who has passed the Clerkship examination Rs. 20 a month; to the others Rs. 10 a month, save that of the latter the senior two in each office (or six in all) will get Rs. 20 a month.

170. The foregoing rules in this Part will not be applicable to the Copying Branch of the office. An apprentice copyist will receive a subsistence allowance of Rs. 10 a month, and the allowance will be raised to Rs. 25 when he has rendered not less than four years' probationary service. But no apprentice copyist shall be employed without the approval of Secretary.

## PART XIV.

### RULES OF THE ACCOUNTS DEPARTMENT.

171. The Accounts Department of the Civil Secretariat is in charge, of an Accountant and Treasurer, and, though directly under the control of the Financial Secretary, attends to the payment of salaries of the establishment of all departments of the office under audit of the Accountant-General, Bengal, and complies with the orders of all Head Assistants of such departments for payment of contingent charges not exceeding Rs. 20 in each case.

*Powers of Head Assistants to pass contingent charges.*

172. Contingencies exceeding Rs. 20 in each case are paid on orders passed by the Secretary or Under-Secretary of the department for which they are incurred.

*Contingencies exceeding Rs. 20, how passed.*

173. The cash-book and the subsidiary registers are closed every day, and the balance in the book is agreed with the cash in the chest. No cash transactions are allowed after 3 P.M., and on Saturdays after 1 P.M.

*Closing of cash transactions.*

174. Arrangement is made for the payment of the cost of telegrams after the hours prescribed in the preceding rule out of an advance kept by the durwan at the gate.

*Special arrangement for payment for telegrams.*

175. All valuables, *khilats*, moneys, Government promissory notes, and cheques, received in any department are kept in the custody of the Treasurer, otherwise called the Cashier, till they are disposed of. If they are of the amount or value of Rs. 50 or under, they may be withdrawn from the Treasurer's

*Custody of valuables.*

PART XIV—*continued*.

custody by the order of the Registrar of the department concerned; but when the amount or value exceeds Rs. 50, the orders of the Under-Secretary of the department concerned shall be taken before such withdrawal.

176. Advances given from the office contingent money on office business should be adjusted on the day following that on which they are given, or if that day be a holiday, on the day on which the office re-opens. A fresh advance should not be given to anyone till any advance previously taken by him has been adjusted. Advances given to meet the contingent expenses of the Presidency Jail Press should be adjusted within seven days from the date of their receipt. Assistants who accompany His Honour the Lieutenant-Governor on a short tour and receive advances for meeting contingent expenses shall, on the day of their return to the Presidency, make over to the Accountant any balance that remains in their hands and furnish him with a list of payments made, with vouchers in support of such payments, within five days afterwards.

177. Tour contingencies are paid out of an advance either made by the Cashier, or drawn direct from the local treasury under orders of competent authority, subject to final adjustment by the Accountant and audit by the Accountant-General, Bengal.

178. The cash in the chest is counted every day in the presence of the Registrar of the Financial Secretary's office, who examines all books and subsidiary registers maintained under the rules of the Civil Account Code, compares all vouchers with entries in the contingent registers, and certifies the verification he has made of the agreement of the

PART XIV—*continued.*

balance in the cash-book with the cash in the chest. An examination of accounts and verification of balance is made by the Financial Under Secretary once in a month.

179. A memorandum of all publications sent to the Officer in charge of the Secretariat Book Depôt for sale by any department of the office, is forwarded to the Accounts Department, and all moneys received on their account, for Indian Law Reports and Gazettes and other periodicals published under the authority of the Government of Bengal, are brought to account on the date of receipt in the Accounts Department and remitted to the Bank of Bengal on the following working day.

180. The Service books of all clerks and servants whose salaries are paid from the Accounts Department are kept in that department, and any one who may call for his book in order to bring it up to date under standing orders may get it from the Accountant on a requisition countersigned by the Head Assistant of the department to which he belongs.

181. Under the rules of the Account Code, the Accountant is to report to the Accountant-General on the 1st April of every year that the Service books of all ministerial officers whose salaries are disbursed by him have been brought up to date. It is therefore incumbent on every such officer to bring his book up to date, and unless this is done before the 15th February, his pay for that month will be withheld till it is done.

182. Orders sanctioning any new appointments and acting or permanent promotions are communicated to the



PART XIV—*continued.*

Accountant as soon as they are passed, as also any orders degrading any clerk or servant of the office or imposing any fine or stoppage of pay are forthwith sent to him.

183. All applications for leave are sent to the Accountant for report, and all orders sanctioning any leave are communicated to him.

184. All statements of services drawn up by any officer at the time of retirement whose pay is disbursed by the Accountant are sent to him for verification with a requisition countersigned by the Head Assistant of the department to which he belongs. It is the duty of the Accountant to verify such statements with the least avoidable delay, and submit his report and remarks to the Head Assistant who has countersigned the requisition.

185. The Accounts Department attends to all requisitions of the Registrar or Head Assistant for any paper sent to him for custody touching office establishments, or for report on any claim to allowance or charges made by any member of such establishment.

186. The Accountant prepares the Secretariat budget and submits it to the Financial Department in time for incorporation in the general administration budget for every year.

187. Outsiders are prohibited from entering the Cash and Accounts Department on any business whatever without the permission of the Accountant, and all money and requisitions are received outside the railing of the window of the department.

PART XIV—*concluded.*

188. Rules 171 to 187 do not apply to the Public Works Office, the payment of salaries and contingent and other charges of which is arranged under the direct supervision of the Chief Clerk, subject to audit by the Examiner of Public Works Accounts and final adjustment in communication with the Accountant-General, Bengal, if necessary.

*Payment of Public  
Works Department  
Office expenses and  
salaries.*

## PART XV.

## BENGAL SECRETARAT LIBRARY RULES.

189. The services of the Librarian and Assistant Librarian, who are held *Librarian responsible for loss of books.* responsible for the loss of books in the Library, are common to the whole office.

190. The Library is open during office hours, and is closed at 5 P.M., the keys *Library kept open during office hours.* being in the charge of the Librarian. In the absence of the Librarian, and on his leaving office, one key is entrusted to the Assistant Librarian. The Librarian and Assistant Librarian must never both leave the Library at the same time during office hours.

191. A register of all books, reports, returns, *Register of books received.* &c., received in the Library, is maintained in the following form :—

Month.	Date.	Title of book.	No. of volumes.	No. of copies.	How disposed of.	From whom received.	REMARKS.
1	2	3	4	5	6	7	8

This register is written up daily, and submitted every week to the Registrar of the Revenue Secretary's office for *Inspection of Register.* inspection. All books, &c., received in the Library are stamped with the Library seal on every 100th page, and on the title page, *Stamping of books.*

PART XV—*continued.*

and are duly entered in the printed catalogue under proper heads.

192. Extracts from the register referred to in rule 191 are submitted, every week to the Secretaries, Under-Secretaries, Registrars, and Head Assistants, to enable them to decide whether any of the books received in the Library during the week are required by them for reference.

193. A register of all books, reports, returns, &c., issued from the Library on requisitions from the several Secretaries, Under-Secretaries, and departments of the Secretariat, is kept in the following form:—

Month.	Date.	Title of book.	No. of copies.	To whom lent.	No. and date of each reminder issued.	Date of return.	REMARKS.
1	2	3	4	5	6	7	8

This register is written up every day, requisitions for books, &c., being complied with if they are available. In the case of books of which there are spare copies in the part of the Library set apart for spare copies, one of the latter should be supplied, if possible, to meet a requisition.

PART XV—*continued.*

194. The requisition slips are to be preserved in files till the books, &c., are returned to the Library. When the books are returned, the requisition slip will be returned.

*Requisition orders how dealt with.*

195. When books are supplied for the use of mufassal officers, they should bear the following stamp:—

“To be returned to the Bengal Secretariat Library, Writers’ Buildings, Calcutta.”

196. The Librarian takes delivery of all cases and packets sent by other Governments, and sends to the Agent for Government Consignments, for transmission to the India Office, London,

*Librarian takes delivery of all parcels received.*

*Librarian sends all books for Under-Secretary of State.*

all cases containing books called for by the Under-Secretary of State. For these purposes, he receives advances of money from the office Accountant under the orders of the Registrars or Head Assistants concerned, the amounts being adjusted afterwards.

197. A thorough inspection of the Library is made by the Librarian once in three months, and the result reported for the information of the Under-Secretary in the General, Revenue and Statistical Departments.

*Inspection of Library.*

198. The printed catalogue of books in the Library is revised and reprinted every five years.

*Revision of catalogue of books.*

199. No Assistants are to enter the Library to search for any books without a written order from the Registrar or Head Assistant under whom they serve.

*Admittance to Library prohibited without orders.*

PART XV—*continued*.

200. The Librarian inserts correction slips in the Revenue and Financial Secretaries' and Under-Secretaries' copies of the Civil Service Regulations, Board's Manuals, Account Codes, Army Regulations (including the Volunteer Regulations), Forest Code, and Public Works Code and keeps corrected up to date their volumes of India and Bengal Council Acts. The inclusion of these addenda and corrigenda must be done regularly as soon as they are received in the Library. They must not be allowed to accumulate for weeks and months together.

*Librarian inserts corrections in Codes and Manuals.*

201. The Librarian is also responsible for the proper cataloguing and numbering of the books in the rooms of the Secretaries and Under-Secretaries.

*Librarian responsible for cataloguing books in Secretaries' rooms.*

202. The Librarian will procure the periodical catalogues of second-hand books for sale issued in Calcutta, examine them carefully and submit proposals for purchasing such as Government may desire to acquire.

*Other rules relating to Library.*

203. Books, reports, &c., intended for distribution are to be sent to the Secretariat Book Depôt for that purpose.

204. No books are to be supplied to an Assistant, except by the Librarian or Assistant Librarian on a requisition countersigned by a Registrar or Head Assistant, and an Assistant on receiving a book is to sign a receipt for it.

205. If a book is not returned within a fortnight from the date on which it is taken out, reminders are to be issued once a week, and if not received by the Librarian or Assistant Librarian after the second reminder, the fact is to be reported to the Registrar of the Revenue Secretary's office.

PART XV—*concluded.*

The Librarian is to report promptly the loss of any books from the Library.

206. No book of which there is only a single copy in the Library is to be allowed to go out of the Library without the Secretary's or Under-Secretary's permission.

207. Smoking in the Library rooms is strictly prohibited.

208. The Librarian is to report to the Registrar any infraction of any of these rules.

209. At the end of each calendar year the Librarian will apply to the Record-keeper for a complete file of the *Englishman* newspaper for the preceding year, for permanent preservation.

PART XVI.

BOOK DEPÔT RULES.

210. THE Book Depôt is in charge of an officer who is under the supervision of the ~~Financial Department.~~ *219*  
*Control of the Book Depôt.*

211. The Officer in charge is directly responsible for the loss of books from the Depôt and for all books issued from it. He is authorised to frank with his own signature (written or impressed) all covers intended for transmission by post.  
*Responsibility for loss of books.*

212. Registrar or ~~Under~~ Secretary might inspect the Book Depôt and its day-books and registers once a month.  
*Inspection of Book Depôt.*

213. The Book Depôt is open from 10-30 A.M. till 5 P.M., when it is closed, and the key made over to the durwan of the Bengal Secretariat, who is forbidden to deliver it to any one but the Officer in charge or his senior assistant.  
*Hours of business.*

214. All books, reports and other papers received for distribution or for sale are entered in a register kept up for the purpose in form I, except in the case of Annual Reports of which there are standing distribution lists. If orders for distribution are not received with the books, the Officer in charge must see that orders for distribution are asked for at once in form II. No book intended for distribution should be kept in hand for more than a day after the order for distribution is received.  
*Procedure on receipt of books in the Depôt.*

215. The Book Depôt is not authorized to receive from other Departments books which are not for sale or immediate distribution.  
*Books not for sale or distribution not received in Book Depôt.*



PART XVI—*continued.*

216. Replies to references in cases of a routine nature sent from the several

*Signing of replies to references and important and unimportant orders.*

Departments of the Bengal Secretariat as also to letters relating to the ordinary business of the Book Depôt are issued under the signature of the Officer in charge, but all important letters must be issued under the signature of the ~~Under-Secretary~~ in the ~~Financial~~ Department.

217. (1) Books supplied on the public service are issued on the requisition of heads

*Books issued on the public service.*

of Departments made in slip form III, and also on official orders, in which case the slips are filled in by the assistant who attends to them. These slips, which form vouchers for the issues of books from the Book Depôt, are filed daily in skeleton files, numbered consecutively and posted into the stock-book.

(2) All books issued on the public service from

*Stamping of books.*

the depôt are stamped with the seal "Forwarded by order of the Lieutenant-Governor of Bengal."

(3) All books issued from the Book Depôt should

*Printing of prices of books in English and Indian currency.*

bear on the title-page their prices both in rupees and in English currency. Any official publication not intended for sale should be marked on the title-page "Not for sale" or "Intended for gratuitous distribution only." The Officer in charge of the Book Depôt will be responsible that no publication is issued from the Book Depôt which does not conform to this rule.

218. Books for sale are issued on receipt of cash

*Books sold to the public.*

memos. from the Accountant and Treasurer, Bengal Secretariat, in form IV. The Accountant receives money up to 3 P.M. No person in the office of the Book Depôt is to receive payment or deal with cash in any way whatever.

PART XVI—*continued*.

219. Bills for cooly-hire, &c., up to Rs. 5 may be paid by the Accountant and Treasurer, Bengal Secretariat, on the signature of the Officer in charge of the Book Depôt.

220. All packets sent by post, in compliance with orders exceeding Rs. 20 in value, should be registered. Packets below Rs. 20, but exceeding Rs. 10 in value, are posted on a certificate being taken from the Post Office.

221. A stock ledger is maintained in forms V, VI and VII for the different classes of publications which are received in and issued from the Book Depôt, the balance being struck on the 31st March of each year. The entries in the ledger, as also the balance, are checked by the Local Auditors and compared with the certified stock taken on the 31st March by an officer deputed from the Secretariat office, and the result of the audit is incorporated in the Report of the Accountant-General to Government on the audit of the Press accounts.

222. Annual statements showing receipts and charges on account of the Indian Law Reports and also stock accounts in forms VIII to X should be passed on to the auditors under the signature of the Under-Secretary in the ~~Financial~~ Department.

223. To prevent delay in the issue of annual Reports and Resolutions, a board is kept up in the Book Depôt in the following form :—

*Board kept up showing progress in distributing annual reports.*



PART XVI—*continued.*

224. The complete records of the Book Depôt should be kept for three years, an index being made of all cases which are of special importance. *Preservation of records, &c.* At the end of each year the important papers should be kept separate for preservation, and the remaining papers which are more than three years old should be destroyed.

225. Two copies of all Annual Reports are sent to the Secretary of State by book-post. One copy of every Report is addressed to the Secretary, India Office, in the Revenue and Statistics Department, with slips to show that the Resolution will follow. The other copy is sent to the Department concerned.\* The Resolution when printed is sent in the same way.† The Department issuing the Report is informed of the dates of despatch in each case by a memo. in form XI. Spare copies of Annual Reports are packed in boxes and sent to the Secretary of State through the Agent for Government Consignments within a fortnight after they have been received in the Book Depôt. In packing the reports the following rule is observed:—

“A packet of nine copies of these publications is made and addressed to the Secretary, Statistics and Commerce Department (Record Branch), India Office. These nine copies are required for the British Museum and the several libraries, as well as for the Record Department, India Office, as noted in the margin. The remainder of the books for the Secretary of State must be forwarded to him as usual, but these books should

\* In the case of Revenue Department Reports both copies are sent to the Revenue and Statistics Department.

† In the case of Financial and Municipal Department Reports, an additional copy of the Report is sent with the Resolution.

1 copy British Museum.

1 copy University Library, Cambridge.

1 copy Advocates' Library, Edinburgh.

1 copy Trinity College, Dublin.

1 copy Royal Asiatic Society.

4 copies Record Department, India Office.

PART XVI—*continued.*

be sent in the same consignment as the nine copies for the several libraries mentioned above. On the departure of the vessel the Agent for Government Consignments informs the Officer in charge of the 'Book Dépôt of the name of the vessel in which the books are sent and the date of its leaving the port. On receipt of this information the General Department is communicated with (form XII) and advice giving particulars of the published price of each book is sent by that Department."

226. The orders of the Secretary of State dated the 15th December 1887 prohibit the transmission of official publications to individuals and public bodies in Europe, except through the medium of the India Office, London, but books intended for Japan, the Australian Colonies and countries in that quarter of the globe should be sent direct to the addressees. The following orders of the Government of India should also be observed in respect of official publications intended for distribution in England and abroad:—

*No books should be sent to individuals and public bodies in Europe, except through the medium of the India Office, London.*

- I.—Publications which can be sent by book post should be forwarded direct to the addressees and not through the India Office, unless any material saving in expense is secured by sending them in a box packet to London for distribution.
- II.—No publication should be forwarded direct to any addressee in such a manner that it may reach its destination before a copy has been received in the India Office.
- III.—In all cases in which the method of direct distribution is adopted, a list of the persons and institutions so supplied should be forwarded promptly to the Secretary of State.

PART XVI—*continued*.

227. A list of official publications, other than confidential, issued from the Bengal Secretariat Book Depôt is submitted quarterly to the General Department in form XIII. Lists of books for sale and for free distribution are furnished to the Superintendent of Government Printing, India, by the 1st June and 31st December of each year for incorporation in the general catalogue of Government publications prepared by him.

228. A return of Government publications in the hands of Government officers for sale is called for annually in form XIV. A register in form XV is written up from these returns, and is laid before the Auditors with the returns at the time of audit.

229. All new Reports printed for sale are advertised once a month in the *Calcutta Gazette*. Spare copies of the list of books for sale are supplied to the public on application, and are sent to the several Agents in Europe and India who make selections from them. Consignments of books intended for sale on the continent of Europe are made to the India Office, where all the necessary arrangements with the Agents are carried out.

230. When the space available in the Book Depôt is overcrowded, a list of the books in stock will be made out, classified according to subjects, and will be submitted to the Secretary to Government in the ~~Financial~~ *Financial* Department for orders.

But no spare copies of reports or other works published at the instance of the authors and kept in the Secretariat Book Depôt are to be destroyed

PART XVI—*continued*.

or sold as waste paper without the orders of the Secretary in the General Department. On receipt of such proposals, a communication is to be made in each case from the General Department to the author, with an intimation that (so many) spare copies of his work are in the Book Depôt, and that it is open to him within a certain time (to be specified) to purchase the whole or any number of the spare copies at the rate of Rs. per maund (to be fixed in each case by previous reference to the Superintendent of Government Printing, Bengal). This communication should be made by registered letter.

231. Only the Calcutta Series of the Indian Law Reports is published by the Secretariat Book Depôt, the other series, viz., Madras, Bombay and Allahabad, being printed and issued by the Government presses of those provinces. The Bengal Secretariat Book Depôt is, however, the central source of supply of the complete series for all years, and for this purpose the publisher of each series forwards to Calcutta a sufficient number of his reports for sale. In order that the number printed of each series may not fall short of actual requirements, the publisher of the Calcutta Series sends to the publishers of the Madras, Bombay and Allahabad Series about the middle of December of each year an estimate of the number of copies required for the complete and local series for the ensuing year. The names of subscribers for the complete series are registered at Calcutta, Madras, Bombay and Allahabad, the publisher of each series sending to the other publishers (form XVI) 15 printed copies of the list of subscribers registered by him for the supply of other series. The publisher of any particular series can register subscribers for that series only. At Calcutta the subscriptions, as also all monies received

PART XVI—*continued.*

for books sold, are received by the Accountant and Treasurer, Bengal Secretariat, who sends instructions to the Book Depôt for the supply of the books paid for. To avoid delay in the supply of the Law Reports to subscribers who pay subscriptions to the complete series for the current year at Calcutta, five copies of the list of the names and addresses of subscribers registered daily are made out on carbon paper, one being used ~~from~~ the despatch of back numbers, if any, three for despatch to the publishers of the Madras, Bombay and Allahabad Series preparatory to the supply of the 15 printed copies to them, and one for transmission to the Press for printing. The supply of back numbers to subscribers should not be delayed for more than three days after the receipt of intimation from the Accounts Department. All books required on the public service are issued under orders of the Judicial Department. The following registers are maintained :—

1. Day-book of cash sales (form XVII).
2. Ditto of free issues (form XVIII).
3. Register of subscribers (form XIX).
4. Ditto of free list.
5. Stock-ledger in two parts—current and past (form VI).

The following statements are also prepared :—

1. Statements of receipts and charges (form VIII).
2. Stock account of Indian Law Reports (form IX).
3. Statement comparing book balance with actual stock on the last day of the year (form X).

Intimation is sent to the Judicial Department every month (form XX) of the number of copies of the Calcutta Series printed and of the dates



PART XVI—*continued*.

of commencement and completion of distribution of the monthly issues.

232. Indian Law Reports, when required for reference in any Department of the Secretariat, should be obtained from the Library on a requisition signed by the Head Assistant of the Department. No Indian Law Reports required for the public service should be issued from the Book Depôt without the orders of the Judicial Department.

*Indian Law Reports  
required for reference.*

233. The *Calcutta*, *Bengali*, and *Bihar Gazettes* are issued to officers free of charge and to the public on payment. The distribution of free copies is made under the orders of the Financial Department. Copies sold or subscribed for are supplied on cash orders signed by the Accountant, who receives payment in advance. The names of subscribers are shown in a separate Register (form XXI). The *Calcutta Gazette* consists of eight parts, with an appendix and a supplement. Parts I-A, V, and VI are reprinted from the *Gazette of India*, the last two parts being printed at the Government of India Press and sent to the Bengal Secretariat Press for publication with the *Calcutta Gazette*. For this reason officers who get the *Gazette of India* are not supplied with these parts. To avoid extravagance in printing, notifications &c., which only concern Calcutta and its suburbs are excluded from the copies of the Gazette sent to the mufassal, such notifications being published only in the Calcutta edition of the Gazette. The accounts of the Gazette are kept in a Distribution Register and a Stock Ledger (form XXII), and are subject to annual audit. The stock is overhauled every three years, when all spare copies more than three years old are sold as waste paper.

PART XVI—*continued.*

234. The *Police Gazettes* in English; Kaithi, and Bengali respectively are distributed according to a list prepared in the office of the Inspector-General of Police. Copies are issued to subscribers only under instructions from that office.

235. Any books or reports other than Acts, when required for reference in any Department of the Secretariat, should, when available, be obtained from the Secretariat Library in accordance with the library rules, on a requisition signed by the Head Assistant of the Department.

236. The correspondence of the Book Depôt should ordinarily be restricted to—

- (1) Advices of the despatch of packets or parcels.
- (2) Replies to complaints for non-delivery and delays in the despatch of books.
- (3) Indication of prices and rates of subscriptions.
- (4) Replies to enquiries whether any publications are in stock or not.

All other enquiries, such as whether it is in contemplation to issue revised editions of any publications, whether any amendments have been issued to any Acts, &c., should be left to the Secretariat Department concerned to be dealt with.

Similarly, the correspondence of the Accounts Department in regard to sale of books and publications should be ordinarily confined to the demand for the payment of bills, and acknowledgment of remittances, with intimation, when necessary, that orders for the supply of books have been communicated to the Secretariat Book Depôt.

237. The Book Depôt obtains its supply of service postage stamps from the Accounts Department and keeps an account of the stamps received in form XXIII.

PART XVI—*concluded*.

238. Duplicate copies of Indian Law Reports lost in transit may be supplied to persons and institutions whose names are included in the free distribution list under the orders of the Judicial Department.

*Supply of duplicate copies of Law Reports.*

239. Duplicate copies of Indian Law Reports lost in transit may be supplied to subscribers at a reduced rate, if the report of the loss is received in the Book Depôt within three months from the date of issue of the Law Report. After the expiry of three months the full rate will be charged.

*Supply of duplicate copies of Law Reports to subscribers at a reduced rate.*

240. Duplicate copies of Annual Reports and other miscellaneous publications lost in transit may be supplied to persons and institutions whose names are included in the free distribution list, under the orders of the Department from which the Report or publication was issued.

*Supply of duplicate copies of Annual Reports.*

241. Duplicate copies of the *Calcutta, Bengali, and Bihar Gazettes* lost in transit may be supplied at the discretion of the Officer in charge.

*Supply of duplicate copies of Gazette.*

242. Copies of Acts required for the public service will be issued only under the orders of the Legislative Department. But copies of Acts required for the purposes of reference in any of the Departments of the Secretariat may be issued on the requisition of the Head Assistant of the Department made in slip form.

*Acts and Annual Reports, &c., required for the public service.*

243. Copies of Annual Reports and miscellaneous publications required for the public service will be issued under the orders of the Department from which the Report or publication was issued. Copies required for reference will be supplied by the Librarian on the indent of the Head Assistant of the Department.

## APPENDIX.

RULES AS TO THE ASKING OF QUESTIONS IN THE BENGAL  
LEGISLATIVE COUNCIL.

## NOTIFICATION.

*The 7th February 1893.*—The following rules have been made by the Lieutenant-Governor of Bengal in exercise of the powers conferred by section 2 of the Indian Councils Act, 1892. They have received the sanction of the Governor-General in Council, and are now published for general information :—

*I.—Preliminary.**Definitions.*

1. In these rules,—

“Council” means the Council of the Lieutenant-Governor of Bengal assembled for the purpose of making Laws and Regulations ;

“Member” means a Member of the Council of the Lieutenant-Governor for making Laws and Regulations ;

“Secretary” means the officer appointed by the Lieutenant-Governor to perform the duties of Secretary to the Council.

*II.—Rules for the discussion of the Financial  
Statement.*

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*III.—Rules for asking questions.*

6. No Question shall be asked or answered in the Council of the Lieutenant-Governor, at a meeting of the Council for the purpose of making laws and regulations, as to any matters or branches of the Administration other than those under the control

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\* These rules were published under Notification dated the 7th February 1893, in the *Calcutta Gazette*, 1893, Pt. I, p. 104. The marginal notes do not form part of the notification.

APPENDIX—*continued.*

of the Lieutenant-Governor; and, in matters which are or have been the subject of controversy between the Governor-General in Council or the Secretary of State and the Local Government, no Question shall be asked except as to matters of fact, and the Answer shall be confined to a statement of facts.

7. Except as provided above, any Question *Conditions as to asking of Questions.* may be asked by any Member, subject to the following conditions and restrictions.

8. A member who wishes to ask a Question *Notice of Questions.* shall give at least six clear days' notice in writing to the Secretary of the Council, submitting in full the Question which he wishes to ask.

9. Questions must be so framed as to be merely *Form of Question.* requests for information, and must not be in an argumentative or hypothetical form or defamatory of any person or section of the community.

10. The Lieutenant Governor may disallow any *Disallowance.* Question without giving any reason therefor other than that, in his opinion, it cannot be answered consistently with the public interests; and in such case the Question shall not be entered in the Proceedings of the Council.

11. The Lieutenant-Governor may, if he thinks *Restriction or extension of time.* fit, allow a Question to be asked with shorter notice than six days; and may in any case require longer notice if he thinks fit, or extend, if necessary, the time for answering a Question.

12. When the Lieutenant-Governor has permitted the Question to be asked, *Entry in notice paper, Question when to be put.* it shall be entered in the Notice Paper for the day, and Questions shall be put in the order in which they stand in the Notice Paper, before any other business is entered upon at the meeting.

APPENDIX—*continued.*

13. A Question shall be read by the Member by whom it was framed, or in his absence, if he so desires, by some other Member in his behalf; and the Answer shall be given either by the Lieutenant-Governor or some other Member whom he may designate for the purpose.

14. The Lieutenant-Governor, or, in his absence, the Member presiding under section 45 of the Indian Councils Act, 1861, may rule, at his discretion, that an Answer to a Question on the Notice Paper, even though the Question be not put, shall be given on the ground of public interest.

15. No discussion shall be permitted in respect of an Answer given to a Question asked under these rules.

16. The Question asked and the Answer given to it shall be entered in the Proceedings of the Council.

DEPARTMENTAL INSTRUCTIONS AS TO DEALING  
WITH QUESTIONS TO BE ASKED IN THE  
BENGAL LEGISLATIVE COUNCIL.

1. (1) EACH Question must, on receipt in the Legislative Department, be entered in the Question Register, and sent to the Press to be printed.

(2) Each Question must be printed separately.

2. Two copies of each Question, in print, must be sent to the Registrar of the Executive Department concerned, for submission to the Secretary in charge of that Department. One copy must be sent to the Chief Secretary and one to the Assistant Secretary, Legislative Department, for information. These copies must be sent under the labels attached, the blanks being first filled in by the Legislative Department.

APPENDIX—*continued.*

3. One of the copies of each Question sent to the Registrar of the Executive Department concerned must be submitted by him to the Secretary in charge of that Department under an "Immediate" label, with all necessary papers and references and (when required) a note, within twenty-four hours from the hour of its receipt from the Legislative Department. No allowance is made for holidays in calculating this period of twenty-four hours.

*Submission of copy of Questions to Secretary.*

4. Except when a Question is disallowed under rule 10,\* an Answer to each Question will be sent to the Legislative Department by the Executive Department concerned. The Answers will usually be sent in print, but if in manuscript the Legislative Department will have them printed.

*Sending of answers to Legislative Department.*

5. (1) If an Answer to any Question cannot be prepared in time for the meeting of Council at which the member putting the Question expects an Answer, the Registrar of the Executive Department concerned must take the orders of the Secretary in charge of that Department as to whether any, and, if so, what, communication should be sent to such member.

*Communication to member and Legislative Department when Answer to Question is delayed or when Question is disallowed.*

(2) Such communications must be sent by the Executive Department concerned, a copy being forwarded to the Legislative Department for information and guidance.

(3) When any Question is disallowed under rule 10,\* intimation of the fact must be given by the Executive Department concerned to the member who sent in the Question, the Legislative Department being at the same time informed.

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\* Rule 10 is printed, p. 76.

APPENDIX—*continued.*

6. Answers are not to be laid on the Council tables until they have been read in Council by the Member in whose name they are printed.

*Answers when to be laid on Council tables.*

7. The Registrar and Head Assistant of each of the Departments (Legislative and Executive) are personally responsible for carrying out these Instructions.

*Responsibility of Registrars and Head Assistants.*

FIRST LABEL REFERRED TO IN CLAUSE 2 OF THE  
FOREGOING INSTRUCTIONS.

GOVERNMENT OF BENGAL.

LEGISLATIVE DEPARTMENT.

*Question Register No.*

NOTICE of Question to be asked by the Hon'ble  
at the  
meeting of Council to be held on the  
, 190 .

SUBJECT.

RECEIVED in Legislative Department from the  
Hon'ble Member on the  
190 , at  $\frac{\text{A.M.}}{\text{P.M.}}$ .

The Question was [*or was not*] received  
within the six days prescribed by rule 8.

Proof (in duplicate) forwarded on the  
190 , at  $\frac{\text{A.M.}}{\text{P.M.}}$ , to the  
Department for favour of  
preparation of reply.

*Registrar, Legislative Dept.*

To

THE REGISTRAR,  
*Received in the*  
, 190 , at.

DEPARTMENT,  
*Department on the*  
 $\frac{\text{a.m.}}{\text{p.m.}}$ .



APPENDIX—*concluded.*

SECOND LABEL REFERRED TO IN CLAUSE 2 OF THE  
FOREGOING INSTRUCTIONS.

GOVERNMENT OF BENGAL.

LEGISLATIVE DEPARTMENT.

NOTICE of Question to be asked at the meeting  
of Council to be held on the  
190 .

RECEIVED in the Legislative Department from  
the Hon'ble Member on the

190 , at  $\frac{\text{A. M.}}{\text{P. M.}}$ .

The Question was [*or* was not] received  
within the six days prescribed by rule 8.

Proof (in duplicate) has been forwarded to the  
Department for preparation of  
reply.

A copy is submitted herewith for perusal.

*Registrar, Legislative Dept.*

To

THE  $\frac{\text{CHIEF}}{\text{ASSISTANT}}$  SECRETARY.









